

**GUIDELINES FOR SUBMITTING PROPOSED AMENDMENTS  
TO THE  
RULES OF PRACTICE OF THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA**

Proposed amendments to the Rules of Practice for the District of Arizona may be submitted by any person or organization pursuant to Local Rule of Civil Procedure 83.9 of the Local Rules of Practice. The Rule provides for an annual amendment of the Court's rules to become effective on December 1.

Form of Submission

No specific form or format for submitting a proposed amendment is required. However, the attached non-mandatory cover sheet is available as a guide to assist in the development and description of the proposed amendment.

Deadline for Submission

Generally, a proposal for a change to become effective on December 1 must be submitted to the district court's Rules Committee by August 31 of the preceding year. Please specify if requesting that proposal be considered pursuant to Local Rule of Civil Procedure 83.9.

Place of Submission

An original and one copy of the proposed amendment should be submitted to the following address:

Clerk, U. S. District Court  
Attn: Rules Committee  
Sandra Day O'Connor U. S. Courthouse  
401 W. Washington St., Ste 103, SPC-1  
Phoenix, AZ 85003-2118

Notice

The Rules Committee will contact the originator of the proposed amendment to advise of any of the following circumstances:

- Additional clarification or information necessary
- Proposed amendment rejected
- Action on proposed amendment deferred
- Proposed amendment recommended to the court for consideration
- Alteration of timing and procedure pursuant to Local Rule of Civil Procedure 83.9.
- Proposed amendment adopted, as submitted or modified by the Court

**PROPOSED AMENDMENT TO THE  
RULES OF PRACTICE OF THE  
UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA**

**DATE:** \_\_\_\_\_ (NOTE: For 12/1 publication, submission must be received before 8/31 of *preceding* year. Please specify if requesting submission be considered pursuant to Local Rule of Civil Procedure 83.9.)

**TO:** Clerk, U. S. District Court  
Attn: Rules Committee  
Sandra Day O'Connor U. S. Courthouse  
401 W. Washington, Ste. 130, SPC-1  
Phoenix, AZ 85003-2118

**FROM:** \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name(s) of Person(s)/Organization(s) Submitting Proposed Amendment)

\_\_\_\_\_  
(Street Address, City, State, Zip Code)

\_\_\_\_\_  
(Telephone Number)

**SUBJECT:** PROPOSED AMENDMENT TO RULES OF PRACTICE

Pursuant to Local Rule of Civil Procedure 83.9, the attached proposed amendment is submitted for the Advisory Committee and the Court's consideration. The proposal contains the following information:

✓ CHECK ALL THAT APPLY

- \_\_\_\_\_ A double-spaced draft of the proposed amended rule, including the Rule Number and Name
- \_\_\_\_\_ Statement(s) of the grounds for the amendment
- \_\_\_\_\_ Supporting documentation (not to exceed 15 pages)

I understand that I may be asked to provide additional information to assist the Committee and the Court in their review of this proposal.